

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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**Date: August 3, 2011****Broadcast Bulletin: B 11-06**

To: Energy Service Providers**Subject:** Detailed Service Data

The purpose of this broadcast bulletin is to provide information that the Department of Health and Human Services (DHSS) requires that the Department of Community Services and Development (CSD) submit an Unduplicated Household Report as an exhibit to the 2012 LIHEAP State Plan, due on September 1, 2011. Additionally DHSS requires an Unduplicated Household Report covering the federal fiscal year of October 1, 2010 through September 30, 2011 to be submitted by December 15, 2011. California Service Provider agencies currently do not provide sufficient detail for CSD to complete this report.

In order to meet these data needs CSD is initiating an electronic transfer of detail household information to include specified data from the following programs:

Wood, Propane and Oil (WPO)

Energy Crisis Intervention program (ECIP) WPO

ECIP Emergency Heating and Cooling Services

Severe Weather Energy Assistance and Transportation Services (SWEATS)

Weatherization

CSD will also require the transfer of this detailed data for any Department of Energy (DOE) programs.

The transferred information will include a one-time submission to include detail covering the period from January 1, 2009 to the present. Subsequently a monthly report of this information for newly served clients will be required in parallel to with monthly EARS expenditure report (i.e., 15th of the month).

Service Provider agencies using Energy Program Data (EPD) or ServTraq for their data collection

CSD is working with Central Coast Energy Services to release a software update that will facilitate the collection of this critical information for those organizations that use either Energy Program Data or the ServTraq application systems.

Service Provider agencies that use and maintain their own data collection systems

CSD's Information Technology Services Division can assist you with the specification of data to be collected and transferred. Contact should be made via the CSD Help Desk (see below) to obtain this information or to receive assistance.

Please be advised that regardless of the data collection system in use at the local Service Provider

agency the information collected by any subcontractors must be aggregated by the local agency prior to the transfer to CSD.

The State Plan submission on September 1, 2011 means that the transferred electronic data must be submitted to CSD by close of business on **August 17, 2011**. CSD will issue detailed instructions soon and host a webinar to explain the procedure we'll be using and answer any questions (i.e., details on day & time is forthcoming). The instructions and/or procedures we will issue will include screen captures plus step-by-step instructions.

CSD recognizes the additional workload associated with this requirement and we appreciate the hard work of each of the local Service Provider agencies. With the validation of the detailed data transfers we'll be able to phase out the SART report. This will also begin our efforts to simplify your monthly data reporting via the EARS process. CSD will keep all service providers informed as we make progress to leverage the data with periodic updates.

If you have questions regarding data request notification, please contact the CSD Help Desk staff: Albert Cobian (916) 576-7180, Violet Perez (916) 576-7184 or Josh Zebley (916) 576-7182 or Program Manager-Don Williams (916) 576-7154 or email at helpdesk@csd.ca.gov .